Criteria Definitions for Transportation Data Platform and Model Maintenance Services for WSF

Scoring Criteria 1: Qualifications/Expertise of Firms on Team
Min pts 0 : Max pts 20

A.   <u>Include the following items:</u>
- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- How long has each firm on your team provided these type(s) of expertise;
- For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees that each firm on your proposed team has nationwide; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.

B.   <u>Include the following items:</u>
Has the prime consultant worked with proposed sub-consultants on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.

C.   <u>Include the following items:</u>
Provide a list of up to five projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate consultant fee of each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)
Min pts 0 : Max pts 20

The number of proposed Project Managers is limited to a maximum of three

A.   <u>Include the following items:</u>
Provide up to three examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B.   <u>Include the following items:</u>
Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.

C.   <u>Include the following items:</u>
Provide up to three examples of each proposed Project Manager's ability to manage all of the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:
    Provide listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants
Min pts 0 : Max pts 20

A. Include the following items:
- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s);
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures;
- For each key team member on your proposed team, demonstrate their experience in model development and maintenance;
- For each key team member on your proposed team, demonstrate their knowledge and experience in quantitative methods in transportation performance measurements and GIS;
- For each key team member on your proposed team, demonstrate their knowledge and experience in travel surveys;
- For each key team member on your proposed team, demonstrate their ability to work with owner provided traffic data; and
- For each key team member on your proposed team, demonstrate their experience with key programming languages and computer operating systems.

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)
Min pts 0: Max pts 20

A. Include the following items:
- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- List your firm's scheduling program. Identify the type of software and list up to three projects where the proposed Project Manager(s) have utilized this software;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: References/Past Performances (Prime Consultant Only)
Min pts 0 : Max pts 20

A.   Include the following items:
Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. Include the following information:

- Project name;
- Dates of service on project(s);
- Dollar amount your firm received on project(s);
- Contact name;
- Contact phone number; and
- Name of your project manager on project(s).

Scoring Criteria 6: Cost Factors (Prime Consultant and Sub-Consultants)
Min pts 0 : Max pts 20

A.   Include the following items:
- Overhead rates: Overhead rate with supporting overhead schedule for the most current fiscal year;
- Direct (raw) labor costs: Listing of all proposed personnel with associated direct (raw) labor costs;
- Profit: Proposed fee based on direct (raw) labor costs, between 17% and 35%. Please see the "Consultant Fee Calculation Worksheet."